

RUTHERFORD COUNTY TRANSIT DEPARTMENT

REQUEST/CONSENT FOR INFORMATION FROM PREVIOUS EMPLOYER ON CONTROLLED SUBSTANCES AND ALCOHOL TESTING

SECTION 1: TO BE COMPLETED BY APPLICANT FOR EMPLOYMENT(Print Name) _____
First Middle Initial Last Social Security Number

I hereby authorize my previous employer:

Previous Employer: _____

Telephone Number _____

P.O. Box or Street _____

Fax Number: _____

City, State, Zip Code _____

to release and forward information concerning my Controlled Substances and Alcohol Tests records to the following:

Rutherford County Government
289 North Main Street
Rutherfordton, North Carolina 28139
Attn: Judy Toney, Human Resources DirectorPhone: 828-287-6145
Fax: 828-287-6262_____
Applicant's Signature_____
Date**SECTION 2: TO BE COMPLETED BY PREVIOUS EMPLOYER**

(49 CFR 382.413(b) requires the NC Department of Transportation to obtain this information.)

	Yes	No
1. Has this person tested positive for a controlled substance in the last two years?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has this person had an alcohol test with a Breath Alcohol Concentration 0.04 or greater in the last two years?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has this person refused a required test for controlled substances or alcohol in the last two years?	<input type="checkbox"/>	<input type="checkbox"/>

If your answer is YES to any of the above questions, please give the SAP's (Substance Abuse Professional) name, address, and phone number for further reference.

Name: _____

Street/P.O. Box: _____

City, State, Zip: _____

Telephone: _____

Section 2 has been completed by (Signature) _____

Date: _____

SECTION 3: TO BE COMPLETED BY Rutherford County Human Resources Director

This form was (check one) _____ Faxed to previous employer _____ Mailed.

Information was received from: _____

Recorded by: _____ Date: _____ Method: _____ Fax _____ Mail _____ Telephone

REQUEST/CONSENT FOR INFORMATION FROM PREVIOUS EMPLOYER ON CONTROLLED SUBSTANCES AND ALCOHOL TESTING

This is in compliance with §382.405(f) and (h), which state:

- (f) Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by that subsequent employer is permitted only as expressly authorized by the terms of the driver's request.
- (h) An employer shall release information regarding driver's records as directed by the specific, written consent of the driver authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's consent.

§382.413(a)(b)(c)(e)(f) further state:

- (a) An employer may obtain, pursuant to a driver's written consent, any of the information concerning the driver which is maintained under this part by the driver's previous employers.
- (b) An employer shall obtain, pursuant to a driver's consent, information on the driver's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two years, which are maintained by the driver's previous employers under §382.401(b)(1)(i) through (iii).
- (c) The information in paragraph (b) of this section must be obtained and reviewed by the employer no later than 14 calendar days after the first time a driver performs safety-sensitive functions for an employer.
- (e) The prospective employer must provide to each of the driver's employers within the two preceding years the driver's specific written authorization for release of the information in paragraph (b).
- (f) The release of any information under this part may take the form of personal interviews, telephone interviews, letters, or any other method of obtaining information that ensures confidentiality. Each employer must maintain a written, confidential record with respect to each past employer contacted.